

**Snohomish City Council Meeting Minutes
March 3, 2020**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, March 3, 2020, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS/MAYOR PRESENT

Larry Countryman
Steve Dana
Judith Kuleta
Tom Merrill
Donna Ray
Jason Sanders
John T. Kartak, Mayor

STAFF PRESENT

Pat Adams, HR Manager and City Clerk
Debbie Burton, Finance Director
Glen Pickus, Planning Director
Keith Rogers, Police Chief
Steve Schuller, City Administrator and
Utility General Manager
Grant Weed, City Attorney

COUNCILMEMBERS ABSENT

Linda Redmon

MOTION by Sanders, second by Countryman to excuse Councilmember Redmon. The motion passed unanimously (6-0).

2. **APPROVE AGENDA** contents and order

MOTION by Sanders, second by Countryman to approve the agenda as presented. The motion passed unanimously (6-0).

3. **APPROVE MINUTES** of the February 18, 2020 regular meeting.

MOTION by Merrill, second by Countryman to approve the minutes of the regular meeting. The motion passed unanimously (6-0).

4. **CITIZEN COMMENTS** on items not on the Agenda

Mayor Kartak welcomed the citizens to the meeting and discussed the procedures for providing citizen comment.

Citizen Comments:

Morgan Davis, 206 Avenue I, reviewed the Mayor's 2019 expenditures.

Terri Lippincott, Snohomish Carnegie Foundation, invited Councilmembers to the Snohomish Library to view a student art display about the Carnegie Library.

Citizen Comments: Closed

5. **ACTION ITEMS:**

- a. **AUTHORIZE** the Mayor to Sign a Professional Services Agreement with Bill Trimm, FAICP, for the Midtown Planning District Project Assistance.
- b. **AUTHORIZE** the Mayor to Sign a Professional Services Agreement with Makers Architecture and Urban Design LLC, for the Midtown Planning District Project Assistance

Planning Director Glen Pickus presented the staff report and provided information on the Midtown Planning District and associated Task Force, as established by Ordinance 2403.

The purpose of the action items are to authorize the Mayor to execute two professional services agreements (PSA) for consultant services to assist staff with the Midtown Planning District project. Mr. Pickus provided explanations for the selections: one with Bill Trimm, who will be the Task Force facilitator; and the other with MAKERS Architecture and Urban Design, who will assist with the development of design principles and standards.

Citizen Comments:

Morgan Davis, 206 Avenue I, does not support the agreements.

Citizen Comments: Closed

Councilmember Merrill indicated he supports a facilitator to focus the group and accomplish the goals, and cautioned that it is up to the City to make any decisions, not the consultants.

Councilmember Dana concurred with Councilmember Merrill, stating he supports hiring consultants to help the City reach its vision.

Council President Sanders commented the Midtown District is a significant opportunity, and he supports facilitators and subject matter experts to help the City navigate this project.

Action Item 5a.:

MOTION by Merrill, second by Sanders that the City Council **AUTHORIZE** the Mayor to execute the Professional Services Agreement between the City of Snohomish and Bill Trimm, FAICP, sole proprietor, for consulting services related to the Midtown Planning District Project. The motion passed unanimously (6-0).

Action Item 5b.:

MOTION by Merrill, second by Sanders that the City Council **AUTHORIZE** the Mayor to execute the Professional Services Agreement between the City of Snohomish and MAKERS Architecture and Urban Design, LLP, for consulting services related to the Midtown Planning District Project. The motion passed unanimously (6-0).

6. CONSENT ITEMS:

- a. **AUTHORIZE** the Mayor to Sign a Contract with Bear Summit LLC for Development at 161 Lincoln Avenue, pursuant to SMC 3.50 Multi-family Housing Project Tax.
- b. **AUTHORIZE** payment of claim warrants #72481 through #72518 in the amount of \$109,936.87, and payroll warrants #70109 through #72500 in the amount of \$457,495.97, issued since the last regular meeting.

MOTION by Countryman, second by Sanders to pass the Consent Items. The motion passed unanimously (6-0).

7. **OTHER BUSINESS/INFORMATION ITEMS:** Council President Sanders asked about the City's policy for approving invoices. Mr. Schuller indicated he will review the policy with Council President Sanders.

Council President Sanders inquired regarding the Midtown Task Force selection process, and Mayor Kartak and Mr. Pickus outlined the process for Council's clarification:

- Mayor and staff complete initial review of the applications.
- The City Clerk will create a OneDrive Link containing all applications.
- The link will be forwarded to all Councilmembers, together with a list of the Mayor's proposed appointees.

Council President Sanders clarified the above process is for the Midtown Task Force only, and for all other boards and commissions, the Mayor, Board/Commission Chair and staff/Council liaison will review the applications.

Councilmember Dana does not support the Council's increased involvement in the boards and commissions selection processes, and feels the task falls to the Mayor, as assigned.

Council President Sanders explained the process was amended to include at least the Council liaison after hearing feedback from Council. The Mayor commented he feels including the Council liaison will help the selection process.

Councilmember Ray clarified her intent was not to remove authority of the Mayor to appoint, only to ensure the Chair and Council are aware of who is going to be selected.

Council President Sanders asked the City Attorney for an update on a policy regulating or removing signs or stickers on City property. City Attorney Grant Weed completed legal research and will provide a memo to Council with the findings.

Council President Sanders questioned the City's processing of Special Event Permits, and how to apply fees toward security and other services for larger events. Mr. Weed completed legal research, and explained cities allowing special events are not permitted to determine the amount and type of security provided based upon the nature of the event; however, cities can utilize a tiered approach, where the amount of security required is based on the estimated number of attendees.

Council President Sanders provided an update on the coronavirus disease (COVID-19), outlining basic precautions and preventions. He stated the City may also need to produce a policy on remote or absentee participation by Councilmembers at City Council meetings. Mr. Weed discussed various policy options and considerations with the Council for any proposed amendments to Resolution 1407. Council President Sanders would like to consider a policy pertaining to remote/absentee participation at City Council meetings. The majority of the Council agreed.

Councilmember Kuleta announced Snohomish County made an Emergency Declaration today regarding the COVID-19, and the Emergency Communications Center is activated. She suggested links to the CDC and the Snohomish Health District be provided on the City's website for COVID-19 updates. Mr. Schuller indicated those links are currently available on the City's website.

8. COUNCILMEMBER COMMENTS/LIAISON REPORTS:

Councilmember Countryman commented on his initial aversion to another ad hoc committee, but believes the Midtown District is important enough to warrant one and voiced his interest in being considered as a Council liaison to the Midtown Planning District Task Force. He also spoke favorably to the Mayor's expenses.

Councilmember Merrill attended the Economic Development Committee meeting and Community Transit Board meeting, and provided updates on each.

Councilmember Ray attended the Parks and Recreation Board meeting, and will meet with Steve Schuller next week regarding the Public Safety Commission's purpose and goals.

9. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Sanders encouraged Morgan Davis to discuss his concerns regarding the multi-family housing tax deferral with Planning Director Glen Pickus.
10. **CITY ADMINISTRATOR'S COMMENTS:** Mr. Schuller provided handouts/information on the following:
- Agenda planner (upcoming meetings and workshops)
 - Council special meetings on March 11, and tentatively March 18, to be held at the Fire District meeting room to discuss Council Goals
 - Update on coronavirus
 - Carnegie Building project update
 - Confirmed a Council workshop on March 17 with Republic Services

For the upcoming workshops on Council goals, Councilmember Merrill requested each Councilmember prepare a list of issues and opportunities the Council should address.

11. **MAYOR COMMENTS:** Mayor Kartak thanked Morgan Davis for bringing the topic of spending and expenses to the City Council.
12. **RECESS to EXECUTIVE SESSION** at 7:05 p.m. to discuss the sale of real property, pursuant to RCW 42.30.110(c), for fifteen (15) minutes, with possible action to follow.
- Mr. Schuller **EXTENDED** the Executive Session at 7:20 p.m. for an additional fifteen (15) minutes.
13. **RECONVENE** at 7:35 p.m.

14. **ADJOURNMENT:**

MOTION by Countryman, second by Merrill, to **ADJOURN** the regular City Council Meeting at 7:40 p.m. The motion passed unanimously (6-0).

APPROVED this 17th day of March 2020.

CITY OF SNOHOMISH

ATTEST:

John T. Kartak, Mayor

Pat Adams, City Clerk